

Clerk of the Circuit Court

Mission:

To provide high quality services to the general public in an accurate, courteous, timely, and professional manner, in accordance with the laws and Constitution of the Commonwealth of Virginia.

Goals:

- Eliminate backlog in Records Management Division.
- Back-scan deed books and judgments so they will be accessible by computer.
- Physical reorganization of office for more efficient workflow so that each division is unified and clearly recognizable.

Implementation Strategies for FY2004:

- Cross-train all Circuit Court Clerk employees to index court orders.
- Aggressively seek an additional employee and more work-as-required and overtime funding to eliminate backlog, back-scan, and maintain work in a current status.
- Upon back-scanning of deeds, remove several deed book storage desks from record room and relocate employee workstations to record room to accommodate the Records Management Division.
- Rearrange workstations in main office into the remaining four divisions: Probate, Civil, Criminal, and Financial Management.

Budget Issues:

- In FY2000, three project positions were added mid-year to assist in the operations of the office.
- In FY2001, additional funding was provided for full year support of the project positions. The State Compensation Board provided additional funding to support one of the project positions.
- In FY2002, funding for support costs were transferred from contractual services, to cover the purchase of a new copier and to acquire rental space for records retention. The reduction in record management was attributed to the purchase of an imaging system.
- In FY2003, contractual services funding was approved for the conversion of records from imaging to microfilm for the State archives. Due to State mid-year budget reductions, the Commonwealth Attorney proposed changes in the County code relative to various traffic offenses. These additional revenues will off set part of the reductions for the Commonwealth Attorney, Sheriff and Clerk.
- For FY2004, there is a reduction in funding for personnel as a result of the continued "cutbacks" in State funds.

General Fund Expenditures	FY2000 Actual Expenditures	FY2001 Actual Expenditures	FY2002 Actual Expenditures	FY2003 Original Budget	FY2003 Expected Appropriations	FY2004 Adopted Budget
20214 Clerk of the Circuit Court						
Personnel Services	395,623	484,795	498,310	537,535	545,827	569,169
Contractual Services	33,736	22,438	21,422	47,400	47,400	48,000
Internal Services	909	1,340	1,822	1,500	1,500	2,500
Other Charges	7,131	6,872	8,290	9,500	9,500	9,800
Materials & Supplies	14,715	16,712	12,921	14,500	13,100	15,400
Leases & Rentals	-	-	-	-	-	-
Capital Outlay	16,494	22,045	11,566	5,100	6,500	4,900
Activity Total	468,608	554,202	554,331	615,535	623,827	649,769
Percentage Change	5.47%	18.27%	0.02%	11.04%	N/A	5.56%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	-	-	-	-	-	-
Admin/Clerical	11.00	11.00	11.00	11.00	11.00	11.00
Trades & Crafts	-	-	-	-	-	-
Total	12.00	12.00	12.00	12.00	12.00	12.00

